

FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JUL 1 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE SECTION 11380.1)

JUL 1 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated:

By:

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

JUL 1 1955

At 10:52 o'clock A.M.

FRANK W. JORDAN, Secretary of State

Assistant Secretary of State

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A-1317 RETROACTIVE AID PAYMENTS FOR \$2 OR LESS

A-1317

Retroactive aid due under the provisions of Sec. A-1316, Retroactive Aid Payments, Item 11, shall be paid to adjust for underpayment of \$2 or less in a past month only when:

1. The underpayment resulted from the requirement that the cost of a fluctuating and/or unpredictable medical need be established before allowance is made (See Sec. A-1260, Item C, 3).
2. A necessary increase of \$2 or less in the grant for future months was not made effective until after the second month following that in which the changed circumstances were reported. Under such circumstances, retroactive aid in the amount due shall be paid, beginning with such second month even though the amount due was \$2 or less.

(W&IC 2020, 2140)

These regulations are designated to be effective August 1, 1955.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Old Age Security

AID PAYMENTS

A-1308

A-1308 INCREASE IN GRANT

A-1308

Payments for future months shall be increased if a continuing change in need and/or a change in income causes the grant, together with income, to fall below the amount to which the recipient is entitled. Such increase shall become effective not later than the second month following that in which the changed circumstances are reported.

Underpayments for a past period due under the provisions of Sec. A-1316, Retroactive Aid Payments, Item 11, shall be adjusted by payment of retroactive aid if the additional amount due for any month exceeds \$2.

Retroactive aid to adjust underpayment of \$2 or less in any month shall be paid only under the conditions stated in Sec. A-1317, Retroactive Aid Payments for \$2 or Less.

If monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

1. The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period for which the amount was determined.
2. The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

(W&IC 2140)

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CALIFORNIA--SDSW-MANUAL--OAS

REVISION 290

Revised June 23, 1955
Effective August 1, 1955

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

Aid to the Blind

APPLICATION PROCESS

B-171 IMPORTANT NOTICE TO APPLICANT OR RECIPIENT

B-171

The reverse side of Form Bl 200 - Application, and Bl 239 - Notification of Action (see Sec. B-232) shall contain the following statement:

IMPORTANT NOTICE

All of us in your County Welfare Department want you to receive your grant promptly and in the right amount.

You should notify us immediately if you move to another address. Otherwise, your next check may be late in reaching you because it was mailed to the wrong address.

You should notify us if there is any change in your circumstances. This means finances, purchase or sale of real or personal property, income from property, earnings, or from your children or other sources. You are, therefore, required to discuss promptly with your County Welfare Department any changes in your circumstances or financial condition.

Should you fail to report changes in your circumstances it may mean that you will not receive the full amount of aid to which you are entitled. On the other hand if you fail to report promptly you may receive aid to which you are not entitled under the law. If you do receive aid to which you are not entitled because you failed to report the facts to us repayment may be required.

You should notify us if you have medical or other special needs such as increased rent, increased taxes, increased expense for light, gas or other utilities, expense for repair of your home, extra expense because you have to eat your meals in restaurants, etc. The circumstances may be such that we can make no change in the amount of any grant awarded you. However, if an increase in the grant should be possible, there is no way that we can increase it unless you report your needs to us.

When there is any change in your need or your financial circumstances notify us immediately by letter, by calling at our office, or by telephone. Do not delay until someone from our department calls on you. That may be too late.

County Welfare Department

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may request a hearing before your county board of supervisors. If you wish such a hearing it must be requested within 30 days from the date of the notice of any action with which you are dissatisfied.

You may inform the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The Department will then notify the county welfare department. Upon receipt of such notification the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing, and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal, send your letter requesting a hearing to the State Department of Social Welfare, 616 K Street, Sacramento 14, California. Appeals must be filed within 90 days of the action with which you are dissatisfied.

If you have already requested a hearing before the county board of supervisors you may not appeal to the State Department of Social Welfare until the board of supervisors has made its decision.

DEFINITION OF BLINDNESS:

To be eligible for aid to the blind, a person's eyesight cannot be more than one-tenth of "normal vision." This means that, in general, objects can be recognized only when brought within one-tenth of the distance at which they can be recognized with normal vision. Such vision in the better eye, when corrected with the best possible glass, would be recorded as 20/200 or less. Vision greater than 20/200 would not be classed as blindness unless there was an equally disabling loss of "side" vision.

(W&IC 3075, 3460)

CALIFORNIA-SDSW-MANUAL-AB

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-627 CHANGES IN AMOUNT OF AID

B-627

(Repealed)

B-628 INCREASE IN AMOUNT OF AID

B-628

Payments for future months shall be increased if a continuing change in need and/or a change in income causes the grant, together with income, to fall below the amount to which the recipient is entitled. Such increase shall become effective not later than the second month following that in which the changed circumstances are reported.

Underpayments for a past period due under the provisions of Sec. B-630, Retroactive Aid Payments, Item 11, shall be adjusted by payment of retroactive aid if the additional amount due for any month exceeds \$2.

Retroactive aid to adjust underpayment of \$2 or less in any month shall be paid only under the conditions stated in Section B-631, Retroactive Aid Payments for \$2 or Less, ANB.

If monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant:

1. The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
2. The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

(W&IC 3075, 3084, 3460)

These regulations are designated to be effective August 1, 1955. Section B-627 is designated to be repealed effective August 1, 1955.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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B-631 RETROACTIVE AID PAYMENTS FOR \$2 OR LESS-ANB

B-631

Retroactive aid due under the provisions of Sec. B-630, Retroactive Aid Payments, Item 11, shall be paid to adjust for underpayment of \$2 or less in a past month only when:

1. The underpayment resulted from the requirement that the cost of a fluctuating and/or unpredictable medical need be established before allowance is made (see Sec. B-615, Item L 3).
2. A necessary increase of \$2 or less in the grant for future months was not made effective until after the second month following that in which the changed circumstances were reported. Under such circumstances, retroactive aid in the amount due shall be paid, beginning with such second month even though the amount due was \$2 or less.

(W&IC 3075, 3084)

These regulations are designated to be effective on August 1, 1955.

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(Pursuant to Government Code Section 11380.1)

B-633 DECREASE IN AMOUNT OF AID

B-633

Subsection A

A. Overpayment Due to Income (and/or Change in Total Need in ANB)

1. If income (and/or a change in total need in ANB) of the recipient causes the amount of the grant, together with the income, to exceed the amount for which he is eligible, the adjustment shall take into consideration the non-exempt income (and total needs in ANB) plus all overpayments which occurred during the two preceding months.

Example: In December the county discovers that an ANB recipient secured steady work earning \$65 in November and thereafter. Total monthly need in November and December \$90. The recipient was eligible in November and December for \$75, (\$90 less \$15) but received \$90, resulting in a \$15 overpayment in each of these months. In January the need is \$90 and income continues at \$65. Aid is reduced effective January 1 to \$45 (\$90 less \$30 overpayment in November and December and \$15 income in January). \$15 of the earnings each month are non-exempt and deductible.

(Section Continued on Next Page)

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Aid to the Blind

AID PAYMENTS

B-633 (Continued)

B-633

2. When determining total need for the particular month, no consideration shall be given to needs which had not been reported to the county in accordance with Sec. B-630, Retroactive Aid Payments, Item 11-c.

If the changed circumstances are reported as soon as the recipient could reasonably be expected to do so, but not later than the month following that in which the change occurred, the need shall be recognized for the month in which it occurred rather than in the month reported.

3. The amount of the grant for the "month of adjustment" shall be determined by subtracting the overpayment for the two preceding months from the amount of aid to which the recipient would have been entitled in the month of adjustment had no overpayment occurred. The need in the month of adjustment (or the need in any other month) shall not be increased by carrying forward any deficiency between the total need in a previous month and the sum of the grant and the income in such previous month.

Example: In April an ANB recipient reports that he secured steady work earning \$65 net income in November and thereafter. Total need in March and April was \$90. The recipient was eligible in March and April for \$75 (\$90 less \$15 nonexempt income) but received \$85, resulting in a \$10 overpayment in each of these months. The recipient would have been entitled to receive \$75 in May had no overpayment occurred. Aid is decreased effective May 1 to \$55 (\$75 minus \$20 overpayment - \$10 in each of the months of March and April). (Repayment is requested to the extent of the overpayment occurring between November 1 and February 28 if fraud is involved.)

4. If a decrease in the continuing grant is required because of a change in income and/or need of a recipient, and the amount of decrease is \$2 or less, such decrease shall be made effective not later than the second month following that in which the circumstances requiring the decrease were reported. If a decrease in an amount of \$2 or less is not continuing beyond two months, the amount of aid need not be changed.
5. If overpayment of \$2 or less occurred in either or both of the two months preceding that month which would normally be the "month of adjustment," the grant shall not be reduced to adjust for such overpayment, nor shall adjustment for such overpayment be made by means of a refund. Any necessary change in the continuing grant shall be effective with that month which would normally be the month of adjustment, and shall be determined on the basis of the need and the income to be received in that month.

(Section Continued on Next Page)

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AID PAYMENTS

Aid to the Blind

B-633 (Continued)

B-633

6. A decrease in the grant (or a cash adjustment by means of a refund from the current income including the grant to which the recipient is currently eligible) shall not be made because of income received prior to the second month preceding the month of adjustment. If the overpayment resulting from increased income is discovered too late to adjust the grant within this time limit, request for repayment shall be governed by the provisions of Sec. B-672, Right to Request Repayment of Aid.
7. If the exact amount of income for a given month is known in advance, or it is known in advance that a particular special need will no longer exist, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.
8. If the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.
9. If the income is irregular and cannot be foretold, adjustment by means of a refund may be made within the current adjustment period, in lieu of decreasing the grant.

Example: A single ANB recipient having no income and no need in excess of \$90 a month secures employment in October. The county ascertains on October 15 that he was paid \$65 which represented net income. (Of this income, \$50 is exempt.)

Adjustment may be made in either of two ways, i.e.:

a. Decrease in aid effective November 1 or not later than December 1;

or

b. Repayment by the recipient of \$15 in November or December.

(Section Continued on Next Page)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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C-207 PLANNING TOWARD SELF-MAINTENANCE

C-207

Subsection A

A. REQUIREMENTS

Employment and self-maintenance of parents of needy children shall be encouraged to the maximum extent. Needy children and their parents shall be encouraged and inspired to assist in their own maintenance.

Primary responsibility for developing and following through plans for achieving as complete self-maintenance as possible, both on an immediate and long-term basis, rests with the family. The county's function is to encourage, inspire, and assist parents toward this end. The case record shall reflect both the family's and county's efforts in this respect. Aid may be denied or discontinued if a parent deliberately and repeatedly refuses to cooperate with the county to the best of his ability in making and carrying out plans to:

1. Accept reasonable employment or vocational rehabilitative training necessary to improve or restore his capacity to support himself and his dependents, or
2. Render himself more fully capable of supporting himself and his dependents.

The county shall refer persons eligible for the services to the Bureau of Vocational Rehabilitation of the State Department of Education.

Persons in need of placement in employment shall be referred to the State Employment Service. Aid may be denied or discontinued if a parent who is able to accept reasonable employment fails to register for work at the nearest office of State Department of Employment or to keep his registration current in accordance with the rules of that department.

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CONTINUATION SHEET
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C-503 DETERMINATION OF NEED FOR CHILDREN IN FAMILY GROUPS
OR WITH RELATIVES

C-503

(Subsections C, D and E)

C. COST SCHEDULE

The ANC Cost Schedule shows amounts determined by the SDSW to be necessary for a minimum basic standard of adequate care. The items are priced regionally to establish the money amounts needed to purchase these items in different parts of the state. The pricings are made semiannually in May and November.

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Aid to Needy Children

PAYMENT OF AID

C-503

C-503 (Continued)

C-503

The Cost Schedule, Form Gen M45, will be issued to those counties in which there has been a material change in the cost of living since the last Cost Schedule, not later than July 1 and January 1. The most recently issued Cost Schedule shall be used by the county in computing budgets. If the family is living in another county, the Cost Schedule for the county in which the family is living shall be used.

Allowances for goods and services such as food, special diets, clothing, household operations, etc., are shown on a monthly basis. The allowances for food and clothing are based on age groupings. If amounts in excess of the allowances shown on the Cost Schedule are included for items such as utilities, they shall be converted to average monthly amounts in computing the budget. Any items paid by the family on other than a monthly basis, such as weekly rent, shall be converted to monthly amounts on the basis of $4 \frac{1}{3}$ weeks per month.

D. EFFECTIVE DATE OF NEW PRICINGS

New Cost Schedules shall be made effective in all cases not later than the first of April and the first of October.

E. COMPUTING THE BUDGET

A family budget shall be computed whenever any of the following occur:

1. Aid is granted or restored.
2. Continuing eligibility is redetermined.
3. There is a change in the family's need or income.
4. A new Cost Schedule is issued.

In computing family budgets, children shall be placed in proper age groupings in accordance with their actual ages as of the dates the budget computations are effective. Counties are not required to recompute budgets when a child enters another budgetary age grouping until a recomputation is made as required above. However, they may elect to recompute budgets on the basis that a change in age actually represents a change in need.

The Budget Work Sheet, Form CA 241, or a substitute form approved by the SDSW shall be used in computing the budget for the family budget unit.

(Section Continued on Next Page)

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

C-503 (Continued)

C-503

Subsection E (Continued)

If an entire item of need of the family or one or more members of the family budget unit, such as housing for the family or clothing for one child, is contributed free or is received in return for services rendered by a member of the family budget unit, the item shall be shown as "free" in computing the budget rather than as a monetary amount. However, if only part of an item of need, such as milk in the food allowance or shoes in the clothing allowance, is received free, the amount for the entire item of need shall be shown in computing the budget and the monetary value of the part received free shall be shown as income.

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C-715 SUBMITTAL OF FORM CA 241, BUDGET WORK SHEET

C-715

- A. Submit Form CA 241 on each ANC family case (exclude boarding home and institution cases) with a state number ending in 05, 25, and 45 for the budgets which are in effect in October of each year. This requirement applies whether or not the specified cases have been re-budgeted for October.
- B. Send one copy of each required Form CA 241 to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14. Forms CA 241 reflecting October budgets shall be submitted not later than October 15.

(W&IC 115, 116, 1560)

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FILING ADMINISTRATIVE REGULATIONS
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F-810 REPORTING OF ADMINISTRATIVE EXPENDITURES

F-810

Subsections A and D

A. DEFINITION OF CLAIMABLE EXPENDITURES

Claimable administrative expenditures are defined as those which are necessary for proper and efficient administration of the program(s) involved; have been expended by county; are included within the scope of administrative expenditures set forth in this chapter; if specifically required herein, have received prior written approval of SDSW; and are claimed within the time limits set forth in Item B of this section.

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F-810 (Continued)

F-810

Subsection A (Continued)

Written approval from SDSW is required prior to claiming reimbursement of expenditures not disbursed directly from the welfare appropriation, but from appropriations of other agencies of county government.

Written approval from SDSW is required prior to claiming reimbursement of certain expenditures made from welfare appropriations including such items as:

1. Depreciation and Maintenance of Publicly Owned Space. (F-871-C)
2. Building Alterations and Improvements. (F-871-D)
3. Purchase or Construction of Buildings and/or Parking Facilities. (F-871-E and F. Special reference is made to the second paragraph of F-871-E which requires joint planning with SDSW.)
4. Motor Pool Costs. (F-872-D)
5. Retirement Contribution. (F-873)
6. Workmen's Compensation Plans. (F-874)
7. Expenditures for Surveys or Audits by Private or State Agencies. (F-877. Special reference is made to the last paragraph of Section F-877 which requires SDSW approval prior to the initiation of the survey or audit.)
8. County Civil Service Commission. (F-883)
9. County Welfare Commission. (F-884)

Reporting of administrative expenditures on claims to the state shall be effected by the cash flow method, i.e., upon the basis of bills paid during the month of claim irrespective of the month(s) which received the benefit of the expenditures. Reporting of amounts based upon budget encumbrance or obligation incurred does not comply with the requirements in claiming reimbursement from federal and state funds, inasmuch as such methods reflect estimates, rather than actual expenditures.

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F-810 (Continued)

F-810

D. CLASSIFICATION OF EXPENDITURES

Administrative Expenditures are segregated on the claim according to the following classifications:

1. Salaries and Wages (S & W)

Include all salaries and wages paid to welfare department employees as well as fees paid for personal services such as medical examination fees for applicants for ANB or APSB and other similar diagnostic services. If the janitor's salary is included in the total of welfare salaries and wages (Column 2, Line L, Form DFA 241) state the figure and show the amount of the janitor's salary as a footnote at the bottom of Form DFA 241.

2. Employee Benefit Plans

Include cost of premiums or county's contribution for workmen's compensation, employee's retirement, unemployment compensation, health insurance, etc.

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 (Pursuant to Government Code Section 11380.1)

F-810

ADMINISTRATIVE EXPENDITURES

Fiscal

F-810 (Continued)

F-810

3. Travel Expense

Include all costs for transportation of employees such as fares, room and board, automotive operation, maintenance and upkeep.

4. Supplies, Communications and Rental of Equipment

Include all costs for supplies, communications and rental of office equipment. Also include charges for cost of use of office equipment.

5. Equipment Purchase

Include purchase cost of all equipment not classified as supplies under provisions of individual county budgetary rules.

6. Cost of Office Space - Privately Owned Buildings

Include all rental and maintenance costs of the building paid from county funds.

7. Cost of Office Space - Publicly Owned Buildings

Include all maintenance costs such as janitorial services and general maintenance and repair. Janitorial salaries paid from welfare appropriations are chargeable under Item 1, Salaries and Wages.

8. Purchase or Construction of Buildings

Include only amortization of costs for buildings purchased or constructed for which approval has been obtained under Sec. F-871.

9. Alterations and Improvements

Include only costs of alterations and improvements of an extensive nature for which approval has been obtained under Sec. F-871. Do not include maintenance or upkeep repairs which would be included in Items 6 or 7 above.

10. Services of Other County Agencies

Include such costs as warrant writing services, services of civil service commission, etc.

11. Others

Include such costs not provided for in the above items such as membership dues, costs of surveys by private agencies and equipment maintenance costs. Such types of costs should be specified on Forms DFA-64, Part I.

(W&IC 116, FSSA)

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CALIFORNIA-SDSW-MANUAL-FISCAL

REVISION 146

Revised June 23, 1955
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CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

F-835 ALLOCATION OF ADMINISTRATIVE EXPENDITURES TO PROGRAM

F-835

Administrative expenditures shall be allocated (on Form DFA 64, Part I) to the programs and items listed in Sec. F-820 in accordance with the benefits accruing to each. Expenditures which can not be segregated as direct charges shall be charged jointly to the benefited programs unless such expenditures benefit all of the programs administered by the welfare department, in which event the charge shall be made to overall charges.

With respect to joint and overall charges, it is required that the programs be charged in reasonable proportion to the benefit received by each. If expenditures charged as joint or overall result in a distorted allocation of such charges to programs, such expenditures shall be costed to the programs as direct charges. Any method for costing which will result in a reasonably accurate distribution is acceptable. Test checks shall be made at least annually to determine whether the method used results in a reasonably accurate distribution. Equipment purchases (see Sec. F-810, Item D-5) shall be charged on an over-all basis unless the item purchased will be used for one or more but not all programs. In the latter case, it is charged on a "Joint" basis. Counties licensed as adoption agencies will charge equipment purchases either directly to adoptions, or jointly to all programs except adoptions, unless otherwise specified in the adoption agreement.

(W&IC 116, 1560, 2302; CC 225q; FSSA)

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**I FILING ADMINISTRATIVE REGULATION
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F-850 EXPENDITURES CHARGEABLE TO ADOPTIONS, BOARDING HOMES,
AND CHILD WELFARE SERVICES

F-850

Subsections A and C

A. AGENCY AND INDEPENDENT ADOPTIONS

Certain expenditures incurred by licensed adoption agencies in administration of the agency and independent adoption program are reimbursable upon filing proper claims with the SDSW. Claims for administrative expenditures in this program shall not include expenditures defined as adoption cost of care (See Sec. F-920). Reimbursement is further restricted in accordance with the terms of annual budgets approved by SDSW.

Adoptive fees collected pursuant to Sec. 225 p of the Civil Code are to be reported on the Administrative Expenditure Certification as offsets against reimbursable administrative expenditures. Fees collected shall be itemized on Form DFA 237 for the month in which such amounts are received by the county.

(Section Continued on Next Page)

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Fiscal

ADMINISTRATIVE EXPENDITURES

F-850

F-850 (Continued)

F-850

1. Method of Claiming

Prior to the issuance or renewal of a license by the SDSW, an agreement must be reached between the licensed adoption agency and the SDSW with respect to the sums which may be claimed during the fiscal year. The amounts will be budgeted as:

Salaries and Wages,
Maintenance and Operation,
Retirement and other Employee Benefit Plans, and
Equipment Purchases

The letter with which the budget is transmitted contains a statement of limitations applicable to position counts, major objects of expense and amounts by fiscal quarter. The amounts so budgeted will be a limitation, within each group, on reimbursement to the agency during the fiscal year. Subsequent action by SDSW may modify the budgeted amounts. Inasmuch as welfare expenditures are classified under eleven different headings, for purposes of the adoption budget the following apply:

Salaries and wages shall include those costs to the adoption program classified in Section F-810-D, Item 1. Salaries and wages includes professional services such as medical, dental, psychological or psychiatric examinations made to determine whether particular children are suitable to place for adoption.

Maintenance and Operation includes certain special materials and supplies required in the adoption program. Special materials and supplies include layettes or other clothing, bedding, etc., which are not assigned permanently to a particular child but are used repeatedly for relinquished children generally. Costs to the adoption program are classified in Section F-810-D, Items 3, 4, 6, 7, 8, 9, 10, and 11.

Retirement and other employee benefit plans include those costs to the adoption program classified in Section F-810-D, Item 2.

Equipment purchase includes those costs to the adoption program classified in Section F-810-D, Item 5.

2. Records to be Maintained by Agency

Licensed adoption agencies shall maintain such records and accounts as are necessary to substantiate the correctness of claims for administrative expenditures filed with the SDSW. Such records shall be made readily available for state review and audit.

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CONTINUATION SHEET
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F-850 (Continued)

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C. CHILD WELFARE SERVICES

1. Method of Claiming

In counties in which agreements have been approved by the SDSW for the employment of county child welfare supervisors or workers, and if the agreements specify that such employees may work less than full time on the Child Welfare Services program, the amount of the salaries chargeable to the Child Welfare Services program shall be determined on the basis of the time actually spent during each month on activities specified in the agreement. Reimbursement to the county for such salaries will be determined by applying the agreed percentage to be borne from Child Welfare Services funds against the amounts chargeable to the program as determined by time recording procedure with the limitation that reimbursement shall not exceed the amounts specified in the agreement.

In counties in which agreements exist for the reimbursement of Child Welfare Services educational leave stipends, such expenditures shall be reported and charged as maintenance and operation items to the Child Welfare Services program. Counties may claim reimbursement for such stipend expenditures in accordance with the Child Welfare Services agreement.

Expenditures not contained in the agreement are not reimbursable without the specific written approval of the SDSW.

2. Records to be Maintained by Agency

Counties claiming reimbursement of expenditures for Child Welfare Services shall maintain such records and accounts as are necessary to establish the correctness of claims filed with the SDSW. Such records shall be made readily available for state review and audit.

(W&IC 116, 1560, 2302; CC 225q; FSSA)

These regulations are designated to be effective August 1, 1955

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F-872 AUTOMOTIVE PURCHASE AND OPERATION

F-872

Claims may be made for expenditures incurred for automotive equipment used by the county welfare department, as follows:

A. AUTOMOTIVE PURCHASE

The purchase price of automobiles and trucks may be claimed if such purchases are made from the welfare department appropriation and are found necessary to proper and efficient administration. When so claimed, such purchases shall be classified as equipment purchase on the administrative expenditure worksheet (Form DFA 64, Part I). The make, model type, and motor and serial number of each unit shall be stated on the detailed worksheets retained in the county. Any nonclaimable taxes (See Sec. F-879) shall be charged as extraneous.

If automotive equipment is traded in on new purchases, the full amount realized in the trade-in shall be given effect in claiming the new purchase. This shall be accomplished by claiming the full purchase price of the new equipment and reporting the amount realized on the trade-in as an abatement. In reporting the abatement, consideration shall be given to the program or programs charged when the equipment purchased was originally reported to the state. If the equipment was not claimed, an abatement for the amount realized for the trade-in need not be reported.

Similarly, if automotive equipment (or any other equipment) in which there has been federal or state participation is traded in on the purchase of new equipment for use by some other county agency, the full amount realized on the trade-in shall be reported as an abatement to the programs which were originally charged.

B. AUTOMOTIVE MAINTENANCE

Expenditures incurred in the operation, maintenance, and upkeep of automotive equipment such as gasoline, oil, lubrication, repairs, etc., may be claimed and shall be classified on the administrative expenditure worksheet as travel expense.

C. AUTOMOTIVE EQUIPMENT RENTALS

In certain emergency situations, if automotive equipment is rented, the amount so paid is claimable and shall be classified on the worksheet as travel expense.

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F-872

D. CLAIMS FOR MOTOR POOL COSTS

If a county welfare department makes use of automotive equipment drawn from a county operated motor pool which is supported by an appropriation other than the welfare department appropriation, and the purchase price of the equipment has not been claimed previously, the county may claim for its share of the cost of use of such automotive equipment. Such costs shall not include any element of overhead or cost of general county government, but may include amortization of purchase cost by either of the following methods:

1. If a county has established a method of cost distribution to all county agencies in which the prorated charge is arrived at in a manner which equitably and fairly distributes such equipment costs, the county welfare department may claim for cost of use based on such method.
2. If there is no established method of prorating motor pool equipment costs to the various agencies in a county, the county welfare department may include in its claim for cost of use, amortization of the purchase cost on the basis of an estimated life of 100,000 miles. Such amortization may be based on actual costs of individual units or an average cost of different classes of automobiles and trucks, in which event, a redetermination of this average cost shall be made at least annually.

Plans for claiming of motor pool costs shall be submitted in full detail to the SDSW for review and approval prior to claiming. Approved plans are claimed on the worksheet as travel expense. The date of the SDSW approval letter shall be stated on the detailed worksheet retained in the county.

If the cost of the use of pooled automotive equipment is claimed by either of the above methods, a record shall be kept in the county fully identifying automobiles used, showing the date of each trip, the name of the employee making it, and the number of miles traveled. Claim for reimbursement will be allowed only if such records, with all the necessary information, are on file in the county and readily available for inspection.

(W&IC 116, 1560, 1622, 2140, 2302, 3075; GC 225q; FSSA)

F-873 RETIREMENT CONTRIBUTION PLANS

F-873

Claims may be made by a county for its share of costs for covering welfare department employees under approved retirement fund plans.

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F-875

F-873 (Continued)

F-873

Plans currently acceptable include: (a) Membership in the State Employees' Retirement System, or (b) a county wide retirement plan operating under authority of the County Employees' Retirement Act of 1937, or (c) Old Age and Survivor's Insurance under 1950 amendment to the Social Security Act.

The county share of retirement system contributions may be claimed only upon SDSW written approval. The approval letter date shall be stated on the detailed work sheet (DFA 64 Part I) retained by the county.

(W&IC 116, 1560, 1622, 2140, 2302, 3075; CC 225a; FSSA; GC 31450-31822)

F-874 WORKMEN'S COMPENSATION PLANS

F-874

Upon prior written approval of the SDSW, claims may be made by a county for its share of costs for covering welfare department employees under workmen's compensation plans which meet the state and federal requirements. Participation in the State Compensation Insurance Fund or self insurance is acceptable.

Workmen's compensation expenditures shall be identified and the date of the approval letter shall appear on the detailed worksheets (DFA 64 Part I) retained in the county.

(W&IC 116, 1560, 1622, 2140, 2302, 3075; CC 225a; FSSA)

F-875 EXPENDITURES FOR EXAMINATIONS TO DETERMINE
ELIGIBILITY ON DEGREE OF BLINDNESS

F-875

Claims may be made for the cost of any examinations which the SDSW requires to determine degree of blindness.

In connection with an application for ANB or APSB, the SDSW requires the first examination. If the applicant is dissatisfied, a second report by another examiner is required. If this is in conflict with the first, the SDSW requires a third or resolving report. If the SDSW requires a neuropsychiatric examination to determine degree of blindness, the cost of such examination may be claimed. In connection with reinvestigation, reimbursement may be claimed for required examinations to determine degree of blindness.

Necessary expenses to the county for transporting an applicant for, or recipient of, ANB or APSB to obtain any required examination are claimable administrative expenses, provided:

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1. The applicant or recipient is not financially able to meet such costs, and
2. There is no examiner on the panel or no neuropsychiatrist in the county and the person must be transported to another county or state, or
3. Transportation to another county or state is necessary for examination by an examiner in the category chosen by the individual (physician or optometrist) or by an examiner who had not previously examined the person, or
4. The distance to the nearest eye examiner, in the category chosen by the individual, on the panel or neuropsychiatrist in the county is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the eye examiner or neuropsychiatrist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the examiner's office, thus incurring additional expense.

(W&IC 116, 3075, 3087; FSSA)

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F-878 EXPENSES OF SSWB APPOINTED COMMITTEES

F-878

Claims may be made for travel or per diem expenses of members of county boards of supervisors, county officers, or county employees incurred while acting as members of a committee appointed by the SSWB.

All extra, identifiable travel or per diem expenses incurred by committee members in completing the assignment shall be considered as expense performed as an aid to the operation of the public assistance program and shall be reimbursable as such.

Expenses of such committee members shall be classified as travel expense and reported as current expenditures to the SDSW.

Detailed records shall be maintained by the county in support of each expenditure claimed.

(W&IC 116, 1560, 1622, 2140, 2302, 3075; CC 225q; FSSA)

These regulations are designated to be effective August 1, 1955

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F-879 EXPENDITURES FOR TAXES

F-879

Expenditures made by an agency of funds made available under Titles I, III, IV, and X of the Social Security Act, for the payment of certain taxes explained below are not considered as necessary for proper and efficient administration and are not allowable from, or matchable with, federal or state funds.

Counties are specifically exempted from all of the federal taxes on sales, services, and facilities imposed by the following provisions of the Internal Revenue Code, as amended:

Chapter 20 - Manufacturers' Excise Taxes

Chapter 19 - Retailers' Excise Taxes

Section 3469 and 3475 - Tax on Transportation of Persons or Property

Section 3465 - Tax on Telephone Services and Telephone, Telegraph, Cable Radio Messages, or Leased Wires (including teletype, and burglar and fire alarm services)

Examples of articles covered by Chapter 29 of the Internal Revenue Code but which are not subject to the manufacturers' excise tax if purchased by an agency are:

Business machines, automobiles, automobile parts, tires, inner-tubes, gasoline, lubricating oil, electric, gas, and oil appliances (including fans, air circulators, and heaters), electric light bulbs and tubes, electrical energy, leather and imitation leather brief cases.

Purchases affected by the retailer's excise tax exemption will probably not be numerous because an agency is not likely to purchase many items to which that tax applies. However, clocks, certain types of fountain pens, and leather and imitation leather brief cases are among the items which might be purchased by an agency.

With respect to the manufacturers' excise tax, if the goods are purchased from a dealer rather than from the manufacturer, it might be necessary for the amount of the tax to be included in the purchase price. In this event the agency should take proper steps to obtain refunds.

The exemption with respect to the tax on transportation of property applies if the agency is either the consignor or consignee. However, if an agency purchases goods from a dealer, but priced f.o.b. factory, and the goods have been consigned by the factory to the dealer rather than the agency, the exemption does not apply to that transportation.

In accordance with the Comptroller General's opinion of June 19, 1942, (21 Comp. Gen. 1119) it has been determined that federal funds granted under Titles I, III, IV, and X of the Social Security Act may be used for the payment of state sales taxes which are legally required to be paid to vendors in connection with purchases of supplies or services necessary for the proper and

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F-879 (Continued)

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efficient administration of public assistance programs, without regard to whether the legal incidence of the tax is held to be imposed upon the vendor or the vendee.

If taxes are paid by the agency, the total cost shall be shown in the explanation column of the Administrative Expenditures Worksheet (Form DFA 64, Part I). The amount matchable from federal or state funds shall be shown in the same form in Col. L "Total Allocable Expenditures" and the amount unmatchable in Col. M "County Extraneous Expense."

(W&IC 116, 156Q, 1622, 2140, 2302, 3075; CC 225q; FSSA)

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F-880 SERVICES OF OTHER COUNTY AGENCIES
(Repealed)

F-880

F-882 SERVICES OF THE COUNTY DISTRICT ATTORNEY OR OTHER
COUNTY LEGAL OFFICER
(Repealed)

F-882

These regulations are designated to be effective August 1, 1955.

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F-881 WARRANT WRITING SERVICES

F-881

Subsection B.

B. CLAIMS ON AN ACTUAL COST BASIS

If the costs of goods, facilities, and services expended for warrant writing services for the categorical aids are readily ascertainable by segregation, the actual costs incurred may be claimed. Thus for salaries and wages, individual employees may spend full time on the categorical aids making the full monthly salary paid to such employees chargeable for this service. The costs of warrants, postage, envelopes, and any other goods or facilities are claimed as disbursements are made.

Costs, either unit or actual, shall be reported currently and shall be identified on the worksheets as auditor warrant writing services. The date of the SDSW approval letter shall be stated on the detailed worksheets retained in the county.

These regulations are designated to be effective August 1, 1955.

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F-890 INSTRUCTIONS FOR COMPLETION OF CLAIMS
Subsection A.

F-890

A. BY COUNTY WELFARE DEPARTMENTS

Claims reporting administrative expenditures of county welfare departments shall be filed monthly with the SDSW on Forms DFA 222, Administrative Expenditures Certification, DFA 241, Classification of Administrative Expenditures, DFA 64, Parts I and II, Administrative Expenditures Worksheet, and DFA 237 Detail of Adoption Fees Collected Pursuant to Section 225p of the Civil Code. (See Sec. F-895 for number of forms required, packaging, and transmittal.) Each monthly claim shall include all expenditures made during that month from the welfare appropriation plus any amounts expended for welfare purposes from appropriations of other county agencies.

1. Instructions for Completion of Form DFA 64, Part II, Administrative Expenditures Worksheet

All of the information required on Part II may be included on one page unless in rare instances a second page may be required to list employees in Sections U and V as well as itemizing equipment purchases in Section W.

Section U. Data for Merit System Employees Paid Less Than Full Month's Salary

This section is to be used by all Merit System Counties whenever less than a full month salary is reported for one or more employees. Salaries of county civil service employees paid less than full month salary who charge all or a part of their time to the CWS program are also to be entered in this section.

Section V. CWS - Supplemental to Part I, Col. D

Enter the names, classifications and percentages reimbursable according to applicable CWS agreements. Next list the amount of salary charged to CWS or the amount chargeable in accordance with CWS agreements whichever is lesser. (If reimbursement is computed on 80% of the employees salary and 70% is charged to CWS, show the amount charged to CWS. If 100% is charged to CWS only, show 80%.) In the next column show the amount of federal reimbursement allowable for each position in accordance with the CWS agreement. The total of this column is to be shown in Column 6 of the certification as the federal share of CWS expenditures.

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Section W. Adoptions - Supplemental to Part I, Col. F

List by classifications shown, the total expenditures from Worksheets, Form DFA 64, Part I. (See Sec. F-850-A-1 for classification of adoption expenditures.) Equipment purchases reimbursable from adoption funds are to be individually itemized. Next show reimbursable portion of those expenditures in accordance with approved adoption budgets. The total of this column is to be shown in Column 5 of the certification as the Gross State Share of adoption expenditures.

Section X. Categorical Aid Percentage Ratios

To enable verification of the application each month of weights assigned to the programs in the categorical aid group (Col. ABC, Form DFA 64, Part I) Sec. X shall be completed for each monthly claim. Enter on Line 1 the weights for each categorical aid program as assigned by SDSW. Enter on Line 2 by program the persons count for the month of claim. Enter on Line 3 weighted persons count for each program and the total of the group. Weighted persons counts are computed by multiplying each monthly program persons count (Line 2) by its respective weight (Line 1). Enter on Line 4 the percentage ratio for each program. These are computed by dividing the weighted persons count for each program (Line 3) by the total weighted persons count for all programs in Line 3. The percentage ratios are then used to distribute the expenditures by category allocated to Col. ABC of Form DFA 64, Part I. (See Item A, 2, e, of this Sec.)

Section Y. Combined Boarding Home License Credits

This section combines Aged and Children Boarding Home License Credits, since it is not necessary to report separately for aged and children for either license credits or expenditures.

Enter in the left column for the current month of claim (1) the number of valid licenses in effect on the last day of the previous month, (2) the number of new licenses issued since the last day of the previous month, (3) the number of licenses terminated since the last day of the previous month, and (4) the number of valid licenses in effect on the last day of the current month. Entries shall be made in the other columns for prior months if there is an adjustment in the number of valid licenses to be reported for some prior month(s), in which event indicate the month and year at the head of each line required to be completed. Enter in any available space an explanation of any adjustment included in Section Y in the number of licenses.

Total credits claimed is the number of licenses on which the current months reimbursement is to be computed and is comprised of the total number of licenses in effect at the end of the current month plus or minus any adjustments reported for prior months in the same fiscal year.

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2. Instructions For Completion of Form DFA 64, Part I, of the detailed administrative expenditures worksheet (to be retained by the county)

Part I of Form DFA 64 provides for the identification and distribution of all expenditures claimed in a particular month. Expenditures are segregated on Part I according to expenditure category as described in Section F-810, Item D. This segregation may be accomplished by using a separate set of forms for each category or if volume permits, one set of forms may be used for all categories, provided each category is properly segregated and headed. It is also necessary to use separate set of worksheets (Part I) whenever expenditures are reported which accrue to a prior fiscal year (AD, BHL & I, CWS). Such prior expenditures shall not be co-mingled with current expenditures.

Completion of Heading

In the heading of Part I enter the total number of pages being submitted and the number of each page (e.g., Page 7 of 10), the county, the month, the name of employee preparing the forms, and the county agency in which he is employed.

Identification of Expenditures

Enter in the identification columns the number and date of the county warrant for each expenditure reported. If the expenditure is by intracounty billing, enter the amount and date of the purchase order or requisition or other document involved. If there is neither a warrant or other expenditure document, the expense is not claimable unless there is a special approval by the SDSW. In such cases enter in the identification columns "SDSW letter" and the date of such letter.

Description

Care shall be taken that all expenditures are properly and adequately described in this column. If necessary, use more than one line of the worksheet. The description should be entered immediately after the warrant number for each item. Expenditures shall be listed according to category (See Sec. F-810, Item D). Each category shall be treated as follows:

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Salaries and Wages (S & W)

Welfare department salaries and wages shall be listed under this category. Salaries and wages claimed for other county agencies are included with other costs by type of expenditure. (Warrant Writing Services, etc.)

The name of each welfare department employee shall be stated, grouped according to classification title for all merit system counties and for those civil service counties specifically requested to do so by SDSW.

For all other civil service counties (excepting for CWS and Adoptions as stated below) it is sufficient to list each civil service classification title, indicating the number of employees for each title. For civil service counties that are not required to list the names of individual employees, it is nevertheless necessary to list the names, warrant numbers, and dates of each individual employee for whom reimbursement is being claimed in Adoption or CWS agreements, in addition to the information required in Sections U, V, and W of DFA 64, Part II.

Next list expenditures falling under each classification as explained in Section F-810-D, leaving enough space between each classification to allocate all joint and over-all charges in the following order:

Employee Benefit Plans
 Travel Expense
 Supplies, Communications and Rental of Equipment
 Equipment Purchases
 Cost of Office Space - Privately Owned Buildings
 Cost of Office Space - Publicly Owned Buildings
 Purchase or Construction of Buildings
 Alterations and Improvements
 Services of Other County Agencies
 Others: (Specify)

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Completion of Columns ABC through M

Enter all direct charges to program in Cols. ABC through H.

Enter all joint charges in Col. J (2 columns). In the first column indicate the programs involved for each joint combination by the program column letters, A through H as applicable. Enter the amount for each joint charge in the second column.

Enter all over-all charges in Col. K.

Enter in Col. L the total of all direct, joint, and over-all charges. Do not include extraneous expenditures in Col. L totals.

Enter in Col. M all extraneous expenditures.

Distribution of Joint and Over-All Charges to Programs

a. Sequence of Distribution

- (1) The total of direct salaries and wages for each program is first determined. (Cols. ABC through H)
- (2) All joint salary and wage charges are then distributed to program on the basis of total direct salaries and wages.
- (3) The total over-all charge for salaries and wages is then distributed to program on the basis of the sum of all direct and distributed joint charges.
- (4) After the distribution of salaries and wages, list all Aid to the Blind Eye Examination charges and other similar diagnostic services and total all columns.
- (5) Joint and over-all charges for each other classification of expenditure is then distributed to program on the basis of the sum of all direct, plus distributed joint and over-all salaries and wages not including Aid to the Blind Eye Examinations and other similar diagnostic services.

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b. Method of Distribution

Distribution to program of joint and over-all charges is accomplished by the computation and application of percentage ratios.

A separate ratio is required for each of the following:

- (1) Each joint distribution for each class of expenditure
- (2) Each total over-all charge for each class of expenditure

c. Computation of Ratios

- (1) For joint charges: Divide the total joint charge for each joint group by the sum of the total distributed salaries and wages of each program in the joint group. The result is the ratio for that joint charge. Multiply this ratio separately by the total distributed salary and wage charge for each program in the joint group. The result of each multiplication will be the amount of the joint charge to allocate to each particular program in the joint group.

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Example: Programs E, F, G, and H have total direct, and distributed joint and over-all salaries and wages of \$3,000, \$300, \$1,000, and \$700 respectively or a total of \$5,000 for the group. A joint charge for travel expense allocable to this group is \$300.

$\$300 \div \$5,000 = .06$, the ratio for that group
 $.06 \times \$3,000 = \180 allocable to Program E
 $.06 \times \$300 = \18 allocable to Program F
 $.06 \times \$1,000 = \60 allocable to Program G
 $.06 \times \$700 = \42 allocable to Program H

Total Joint Charge = \$300-allocated

Percentage ratios should be carried a sufficient number of digits to the right of the decimal to insure correct distribution of charges.

- (2) For over-all charges: Divide the particular over-all charge to be allocated, by the sum of the total distributed salaries and wages for all programs. The result is the ratio for that over-all charge. Multiply this ratio separately by the salary and wage charge distributed to each program, Col. ABC through H. The result of each multiplication will be the amount of the over-all charge to allocate to each of the welfare programs, Col. ABC through H. The principle here is the same as for joint charges except that all welfare programs are affected instead of only two or more but not all, as in a joint group. In all cases the "Total distributed Salaries and Wages for all programs" refers to the individual column totals immediately preceding the inclusion of Blind Eye Examination charges and other similar diagnostic services.

d. Recording of Ratios

To facilitate verification of joint, and over-all allocations by county personnel as well as by state and federal auditors, the ratios obtained for each joint and over-all charge shall be entered opposite that charge in Col. L. The ratios should, however, be circled or parenthesized to avoid confusion with other figures in Col. L.

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e. Redistribution of Col. ABC

Upon completion of the assignment of direct charges and the distribution of joint and over-all charges to the programs in Col. ABC thru H, the expenditures thus distributed to Col. ABC are redistributed to the programs in the categorical aid group, (OAS-Eligible, OAS-Ineligible, ANB-Eligible, ANB-Ineligible, APSB, ANC-Eligible, ANC-Ineligible) by the weighted persons count method.

Under this method, distribution is made on the basis of the size of the persons count load of each program each month. Since it is known that administrative effort varies between the categorical aid programs, weights are assessed to the persons count by program. These weights are determined by the SDSW for each county from the actual distribution of charges to the categorical aid programs appearing on administrative expenditures claims at periodic intervals (every 13th month). The SDSW will request individual counties to conduct and report upon time studies of programs in the categorical aid group for a particular month. Such studies will be used by SDSW to make any necessary revisions in the weights computed for individual counties.

Percentage ratios, computed for each categorical aid program on Line 4 of Section X of Form DFA 64, Part II, are applied by expenditure classification (Salaries and Wages, Employee Benefit Plans, Travel Expense, etc.) to the amounts entered in Col. ABC of Part I. The amounts thus redistributed to the categorical aid programs are then brought forward by expenditure classification to the Classification of Administrative Expenditures, Form DFA 241, Lines A-1, A-2, B-1, B-2, B-3, C-1 and C-2.

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The following example illustrates the application of the weights:

(1) Persons Count Data

OAS-eligible	10,000
OAS-ineligible	50
ANB-eligible	1,000
ANB-ineligible	10
APSB	100
ANC-eligible	3,000
ANC-ineligible	500

(2) Assigned Weights

OAS	1
ANB-APSB	1.5
ANC	2

(3) Salaries and Wages of \$100,000 appear in Column ABC of Form DFA 64, Part I.

(4) Computation of Weights

OAS-eligible	(10,000 x 1)	10,000
OAS-ineligible	(50 x 1)	50
ANB-eligible	(1,000 x 1.5)	1,500
ANB-ineligible	(10 x 1.5)	15
APSB	(100 x 1.5)	150
ANC-eligible	(3,000 x 2)	6,000
ANC-ineligible	(500 x 2)	1,000
Total Weighted Persons County		18,715

(5) Computation of Percentage Ratios

OAS-eligible	10,000 ÷ 18,715 =	.53433
OAS-ineligible	50 ÷ 18,715 =	.00267
ANB-eligible	1,500 ÷ 18,715 =	.08015
ANB-ineligible	15 ÷ 18,715 =	.00080
APSB	150 ÷ 18,715 =	.00802
ANC-eligible	6,000 ÷ 18,715 =	.32060
ANC-ineligible	1,000 ÷ 18,715 =	.05343
Total		1.00000

(6) Application of Percentage Ratios to Expenditures for Salaries and Wages in Column ABC

OAS-eligible	\$100,000 x .53433 =	\$ 53,433
OAS-ineligible	\$100,000 x .00267 =	267
ANB-eligible	\$100,000 x .08015 =	8,015
ANB-ineligible	\$100,000 x .00080 =	80
APSB	\$100,000 x .00802 =	802
ANC-eligible	\$100,000 x .32060 =	32,060
ANC-ineligible	\$100,000 x .05343 =	5,343
Total Salaries and Wages		\$100,000

(Section Continued on Next Page)

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Fiscal

ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

F-890

3. Instructions for Completion of Form DFA-241, Classification of Administrative Expenditures

The distribution of all joint and over-all charges on the Administrative Expenditure Worksheet (Form DFA 64, Part I) shall be completed and the worksheet totals proved before entries are transferred to the Classification of Expenditures, Form DFA-241, Columns 2 through 12.

Col. 1, County Welfare Programs

If there are any expenditures to be reported for programs on Lines D, E, or F, which are applicable according to established rules to months in prior fiscal years, enter the applicable fiscal years in Col. 1 on the appropriate lines.

Cols. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 - Expenditures by Classification

Enter in Columns 2 through 12, on the appropriate lines from Form DFA 64, Part I, the totals by program for each type of expenditure. Enter in Column 2 of DFA 222, Administrative Expenditure Certification, the total of Cols. 2 through 12 from Form DFA 241, Lines A-1 through M.

4. Instructions for Completion of Form DFA 222, Administrative Expenditures Certification

From the totals of expenditures for each program, federal, state and county shares are determined on the Administrative Expenditures Certification. Data to be shown by columns is as follows:

Col. 1, County Welfare Programs

If there are any expenditures to be reported for programs on Lines D, E, or F, which are applicable according to established rules to months in prior fiscal years, enter the applicable fiscal years in Col. 1 on the appropriate lines.

Col. 2, Total Administrative Expenditures

Column 2 will contain the total of Lines A-1 through M of Columns 2 through 12 of Form DFA 241. (See instructions F-890-A-3 above.)

Col. 3, for State Use Only

Column 3 will be used by state to adjust State Field Audit Exceptions. All adjustments will be substantiated by adjustment forms giving all pertinent information. Col. 3 will also show adjusted totals after field audit adjustment.

Col. 4, Nonfederal Expenditures

From the totals in Col. 2 enter in Col. 4 for each line, as applicable, that portion of expenditures which is not subject to federal participation. These are OAS-ineligible (Line A, 2), ANB-ineligible (Line B, 2),

(Section Continued on Next Page)

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ADMINISTRATIVE EXPENDITURES

Fiscal

F-890 (Continued)

F-890

APSB (Line B, 3), ANC-ineligible (Line C, 2), that part of Line D (CWS) not reimbursable according to agreement and all of the remaining programs, Lines E through H.

Col. 5, Federally Reimbursable Expenditures

Enter in Col. 5 for each line, A-1 through D, as applicable, the differences between the amounts entered in Col. 2 and the amounts entered in Col. 4. For Line F (current fiscal year) enter in Col. 5, the total reimbursement allowable according to the approved adoption budgets as set forth in Sec. W of Form DFA 64, Part II.

Col. 6, Federal Shares

For Lines A-1, B-1, and C-1, enter one-half of the amount entered on these lines in Col. 5. For Line D, both current and prior fiscal years, enter the total reimbursement allowable from Sec. V of Form DFA 64, Part II. (Separate Sec. V should be completed for each fiscal year involved.) For Line F (current fiscal year) show the total adoption fees collected pursuant to Sec. 225p of the Civil Code. (Total of Col. 3 of Form DFA 237.)

Col. 7, State Shares

In Line E, enter separately by current and prior fiscal year as applicable, the amounts entered on that line in Col. 2 but not to exceed \$5 times the number of valid licenses reported in Sec. Y of Form DFA 64, Part II.

In Line F (current fiscal year) enter the difference between Col. 5 and Col. 6.

In Line F, prior fiscal years, enter the full amount entered on that line in Col. 2, according to approved adoption budgets for the fiscal year involved.

Col. 8, County Shares

Enter for each line, A-1 through H, the differences between the amounts shown in Col. 2 and the federal or state shares in Col. 6 or Col. 7.

Col. 9, For State Use Only

Do not make any entries.

5. Calculation of Totals and Cross Balancing

Enter on Line L (Forms DFA 241 and DFA 222) the totals of Lines A-1 through H for all columns except Cols. 5 and 6 of DFA 222. On DFA 222 in Cols. 5 and 6 show the total of all lines A through H omitting the amounts shown in Line F.

Check addition and subtraction by cross balancing totals on Line L from Forms DFA 241 and DFA 222 as follows:

(Section Continued on Next Page)

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ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

F-890

The totals (Line L) of Cols. 2 through 12, of Form DFA 241, Classification of Expenditures, should equal the total of (Line L) Col. 2 of Form DFA 222, Administrative Expenditure Certification. On Form DFA 222 the sum of Line L, Cols. 4 and 5 should equal the amount in Col. 2, Line L. So also should the sum of Line L, Cols. 6, 7 and 8 equal the total expenditures (Line L, Col. 2). While the rules on allocation as to months and fiscal years (see Sec. F-830) may require segregation as to specific months on Part I of Form DFA 64, such items are segregated only by fiscal year on the claim certification. These involve CWS, Boarding Home Licensing and Inspection, and Adoption programs since expenditures for the categorical aids are allocated on a cash flow basis to the current month of claim.

6. Signatures on Form DFA 222, Administrative Expenditures Certification

Form DFA 222 is the document which states net amounts claimed by the county from state and federal funds. It is the certification of county officials that the claim is correct and includes only proper administrative expenditures. The certification shall be accomplished by affixing the personal signatures of the county welfare director and the county auditor or auditor-controller in all cases, except that during the absence of such officials, this authority may be delegated by the welfare department to an acting welfare director and by the county auditor to a deputy county auditor. Such substitute signatures will be accepted, provided the SDSW is notified of the persons so authorized to sign. Signatures of employees not acting in the capacity of county welfare director or deputy auditor cannot be accepted as certifying to county expenditures.

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Fiscal

ADMINISTRATIVE EXPENDITURES

F-895

F-895 PREPARATION, PACKAGING AND TRANSMITTAL OF ADMINISTRATIVE
EXPENDITURE CLAIMS

F-895

A. BY COUNTY WELFARE DEPARTMENTS

Monthly claims filed with the state for administrative expenditures shall be forwarded by the counties so as to be received by the SDSW not later than the 10th of the month immediately following the month of claim. The ability of the state to prepare quarterly statements of expenditure for the Federal Government within the required deadline, which is necessary to assure timely monthly advances of federal moneys to the counties, depends upon prompt transmittal of county claims.

All administrative expenditure claims shall be addressed to SDSW, 616 K Street, Sacramento 14, Attention: Fiscal Services. Statistical reports and material for other bureaus or divisions of the Central Office shall not be packaged with claims.

The Administrative Expenditures Claims shall be submitted in quadruplicate (original and 3 readable copies) and will be comprised of the following forms:

1. Administrative Expenditures Certification, Form DFA 222.
2. Classification of Administrative Expenditures, Form DFA 241.
3. Administrative Expenditures Worksheets, Forms DFA 64, Parts I and II.
 - a. Administrative Expenditures Worksheet, DFA 64, Part I shall be submitted to SDSW in detail for Salaries and Wages (warrant numbers and dates excluded) showing only totals for all other classes of expenditures with total over-all and total joint charges (including appropriate programs) shown in parenthesis in Cols. J and K. Workpapers showing individual charges, warrant numbers and dates, description of items and allocation of joint and over-all charges for all classes of expenditures are to be kept on file in the county for Federal and State Field Audit.
4. Detail of adoption fees collected pursuant to Section 225p of the Civil Code, Form DFA 237.
5. Any supplemental county schedules or worksheets.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

W&IC 1511.7

Sacramento 14
June 24, 1955

DEPARTMENT BULLETIN NO. 511 (ANC)

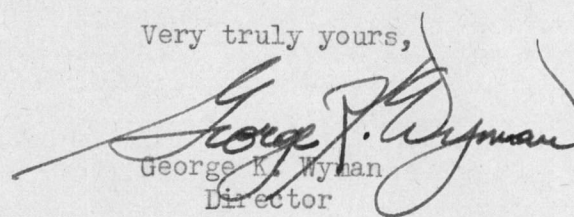
TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Aid to Needy Children
Cost Schedule Effective
October 1, 1955

By July 1, 1955, new Cost Schedules will be issued to all counties to be made effective in all cases by October 1, 1955. Thereafter, Cost Schedules will be issued in accordance with Manual Section C-503, C, only when "there has been a material change in the cost of living since the last Cost Schedule.

This bulletin shall cease to be effective October 31, 1955.

Very truly yours,


George K. Wyman
Director

These regulations are designated to be effective August 1, 1955

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FACE SHEET
F FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JUL 22 1955

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.2)

JUL 22 1955

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated: July 22, 1955

By: *George K. Wyman*

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

JUL 22 1955

At 2:43 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By: *[Signature]*

Assistant Secretary of State

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FINDING OF EMERGENCY

The manual revisions--Sections 071-05, 071-10, and 071-11--are emergency rules, the adoption of which is necessary for the immediate preservation of the public peace, health and safety or general welfare within the meaning of Section 11421 (b) of the Government Code. A statement of the facts constituting the emergency is as follows:

A recent study of the separation rates of social workers in California county welfare departments has indicated the urgent need for increasing the salaries of social workers. The rules listed above will authorize increases in salaries of social workers by adding additional salary steps and by permitting exceptions from the general pattern of salary rates. The increases thus authorized will tend to stabilize employment in county welfare departments and will tend to decrease the flow of trained workers away from social work positions.

Because counties are now adopting budgets for the 1955-56 fiscal year, it is necessary to have these rules made effective as soon as possible in order to enable them to utilize certain features of the proposed rule changes in the establishment of pay ranges applicable to the employees of the county welfare departments. Unless these changes in rules can be sent immediately to the county welfare departments, it will be difficult or impossible for counties to utilize the new provisions until the 1956-57 salary ordinances are drafted.

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For changes in pay ranges, see modification procedure specified in Sec. 071-10, Adoption of Compensation Plan, and Sec. 071-11, Adoption of Deviating Pay Schedules. Effective date of compensation plan to be either (a) July 1, 1955, or (b) effective date of county salary ordinance for 1955-56, whichever is applicable.

* Schedule to begin with step (3) because steps (1) and (2) no longer used.

(W&IC 119.5, 119.6)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Organization and Administration

WELFARE PERSONNEL STANDARDS

071-11

071-10 ADOPTION OF COMPENSATION PLAN
WPS

071-10

Each county must adopt a five consecutive step compensation plan from the schedule of salary steps shown in Sec. 071-05, Salary Schedules. The corresponding five salary steps (i.e., from the same five columns shown in Sec. 071-05) must be used for all classifications used in the county welfare department with exceptions only as specified in these rules. Official notification of the steps selected shall be forwarded to the SDSW, showing the date of adoption and the effective date of the plan.

In order to meet operating needs the board of supervisors may increase or decrease the salary schedules adopted by the county provided that five new consecutive steps are selected from the schedule of steps outlined in Sec. 071-05. Such changes shall be reported to the SDSW, showing the date of adoption by the board of supervisors, and the effective date of the new salary schedules. Any salary adjustments necessitated as a result of new salary schedules shall be in accordance with Sec. 071-15, Administration of Compensation Plan.

(W&IC 119.5, 119.6)

071-11 ADOPTION OF DEVIATING PAY SCHEDULES
WPS

071-11

When operating needs of a county require deviations in pay for some classes from the vertical relationship established by columns in Sec. 071-05, approval of such deviations may be requested by the board of supervisors to the SDSW under the following conditions:

1. A five-step plan shall be adopted.
2. Each class of position shall be placed in one of four broad groups to be known as Groups A, B, C, and D. Each group shall include the following classes:

Group A: County Welfare Director I, II, III, IV, and V.

Group B: Social service series including Social Worker I, II, and III; Social Work Supervisor I and II; Child Welfare Services Worker I and II; Child Welfare Supervisor I and II; and Assistant County Welfare Director.

Group C: Clerical classes including all levels of typists, stenographers, clerks, account clerks, and Chief Fiscal Supervisor.

Group D: Investigator.

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SDSW-CALIFORNIA-MANUAL

REVISION 116

Revised July 21, 1955
Effective August 1, 1955

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

071-11 (Continued)

071-11

3. Deviation of one or two steps in pay ranges, either upward or downward, may be permitted for Group A, Group C, and Group D in relation to the ranges established or to be established for Group B. An over-all deviation between ranges for Groups A and C shall not exceed four steps. Any deviation requested must be applied to all classes within the group, if they are used in the welfare department.
4. All proposed changes in pay plans must be approved by the SDSW before becoming effective in the county. The SDSW shall determine standards for the acceptability of pay ranges based on prevailing wage rates, proper internal relationships between classes, and other pertinent data.
5. An appeal from a denial of a request for such a proposed plan may be heard by the SSWB upon request of the county board of supervisors.

(W&IC 119.5, 119.6)

These regulations are designated to be effective August 1, 1955.

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